



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Community Development Department

PLANNING SERVICES DIVISION

10,005 E. Osborn Road, Scottsdale, AZ 85256

Telephone: (480) 362-7600 Fax: (480) 362-7714

Design Review Application

Application Process, Application Form, and Submittal Checklist

To initiate the Design Review approval process, an applicant must first submit a request for a Pre-application meeting (form available separately) to the Planning Services Division (PSD). With your Pre-Application, a case planner will be assigned to the project to assist you through the application process. At the Pre-application meeting, your case planner will give a preliminary review of the request and provide information about the DR submittal requirements, and approval process. PSD will also provide a Design Review Application with the type of DR application (major or administrative) and the required submittal items checked.

After the Pre-application meeting, the applicant shall refer to this guide and submittal checklist to prepare and complete an application packet for the Design Review. A process flowchart is also attached.

Step 1: Submit a complete Design Review packet per the submittal checklist starting on page 3.

Step 2: Contact the PSD case planner assigned to your project to schedule a meeting to submit the application and discuss any relevant issues.

Step 3: Pay the required fee at the SRPMIC Finance Department located at 10,061 East Osborn Road, 1st Floor, Scottsdale, Arizona 85256. See attached map to Finance Department.

Step 4: Meet with the PSD case planner to submit the application package. The PSD case planner will only accept the application if all requested material is complete.

Once the application is accepted, it will be reviewed by SRPMIC departments. The PSD case planner will conduct a review and generate a set of staff review comments to the applicant incorporating all departmental comments. Upon completion, the planner will issue the staff review comments and return marked up plans to the applicant. In resubmitting plans, the applicant should respond to each comment in writing and meet with the planner if necessary. The staff review process may have to be repeated depending upon the complexity of the project and adequate response to comments.

When the case planner finds the application review complete, the applicant will be notified and scheduled for a Design Review Committee (DRC) meeting. A copy of a staff report will be sent to the applicant. The PSD case planner will also advise the applicant with the DRC meeting procedure and the subsequent steps towards final approval and building permit process. The DRC will make a decision to approve with or without stipulations, deny, or continue the request.

Design Review Application Form		
APPLICANT'S INFORMATION		
For Staff use only	Date Received:	Fees Received:
	Pre-app Case No. :	DR Case No:
Check applicable box:		
<input type="checkbox"/> Major Design Review (Fee - \$600)		<input type="checkbox"/> Administrative Design Review (Fee-\$100)
<input type="checkbox"/> Wireless Communications Facility - Check applicable fee below <ul style="list-style-type: none"> ○ Type 1 and Type 2 WCF Fee - \$200 ○ Type 3 and Type 4 WCF Fee - \$600 		
Applicant Company Name:		
Contact Person's Name:		
Mailing Address of Applicant:		
Contact Phone Number:		
Contact Email:		

SITE AND PROJECT INFORMATION	
Project Name:	
Project Address (Required):	
Location of the site (e.g. SWC of Pima and Thomas Road):	
Proposed Use (e.g. Medical Office, Shopping Center, Day Care Facility, etc.):	
Building square footage – Gross and Net:	Site Acreage - Net and Gross:
Name of master lessor, master lease number, and sublease number (if applicable):	
Do you have copy of Environmental Clearance (If yes, submit a copy.) Yes / No	
Current Zoning designation:	Current General Plan designation:

_____ Applicant Signature	_____ Date
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SUBMITTAL CHECKLIST

<i>For staff use only</i>		Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
Req'd	Rec'd	
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form: A project address is required to complete the application. To obtain an address for the project, please contact Richard McAllister, Planning Services Division at 480-362-7655.
<input type="checkbox"/>	<input type="checkbox"/>	2. Project Narrative: Submit a design narrative statement and/or presentation materials demonstrating the design intent and thematic approach to the project. The project narrative shall include detailed description of how the project integrates/reflects the Pima and Maricopa histories and cultures into the building and site design.
<input type="checkbox"/>	<input type="checkbox"/>	3. Fee payment: The fee for a major design review application is \$600. The fee for an administrative design review application is \$100. Check shall be written to Salt River Pima-Maricopa Indian Community (SRPMIC) and to payment account XPS-10000-25-43800 . Make payment at the SRPMIC Finance Department, located at 10,061 East Osborn Road, Scottsdale, Arizona 85256 (see map on page 7). Submit a copy of the receipt along with the DR application.
<input type="checkbox"/>	<input type="checkbox"/>	4. Environmental clearance: Submit a copy of a Finding of No Significant Impact (FONSI) or a clearance memo issued by SRPMIC Environmental Protection and Natural Resources.
<input type="checkbox"/>	<input type="checkbox"/>	5. Color/material board: One copy of an 8.5"x14" presentation board providing actual samples of exterior materials (including glazing) noting manufacturer, name, and manufacturer's ID number. Also, provide one (1) clear legible photo or color copy of the board(s).
<input type="checkbox"/>	<input type="checkbox"/>	6. For tribal projects only: Submit written documentation from the Public Works Department that the plans have received their approval.
<input type="checkbox"/>	<input type="checkbox"/>	7. Legal Description and Survey Map <ul style="list-style-type: none"> ▪ Written legal description and graphic for the site. ▪ Survey map.
<input type="checkbox"/>	<input type="checkbox"/>	8. Context Plan <ul style="list-style-type: none"> ▪ Cultural Context Board showing how the project integrates Pima and Maricopa cultures – i.e. through site design and architectural design features. ▪ Context Plan showing site, adjacent properties, zoning and land use within 300 feet of the site, Salt River allotment or parcel number and boundary, streets, right-of-way and north direction indicator.
		9. Design Guidelines

		<ul style="list-style-type: none"> Submit design guidelines for master planned projects.
<input type="checkbox"/>	<input type="checkbox"/>	10. Site Photos <ul style="list-style-type: none"> Provide pictures of site taken at perimeters, and of existing on site conditions. Number and reference the picture point locations on the context plan or site plan.
<input type="checkbox"/>	<input type="checkbox"/>	11. Site Plan (24" x 36") sheet drawn to scale 1:20 or 1:40, showing <ul style="list-style-type: none"> Site size in square feet and acreage (gross and net). Site dimensions, width and depth. Salt River allotment or parcel number and boundaries. Zoning and General Plan designations: existing and proposed. Location of proposed and required building and landscaping setbacks. Location of existing buildings, parking, and landscaping. Total building square footage (gross and net). Location and size of parking spaces, number of spaces required and provided, and proposed method of screening. Location of proposed signs. Location of on-site lighting. Location of other site improvements such as walls, yards, outside storage areas, refuse container/area, loading areas, etc. Lot coverage and ratio of building foot print to the site area. Easements and right-of-way information, if any. Open space. Paving areas. Phasing of construction (if applicable). Physical features and contours. If applicable, indicate any existing irrigation ditches on or adjacent to parcel. Vicinity and key map on site plan (north orientation). Registered Architect or Civil Engineer seal and signature is required.
		12. Open Space Worksheet <ul style="list-style-type: none"> Site plan showing area calculations of open space, and parking open space areas. Include percentage open space for site and parking lot. (any other criteria?)
<input type="checkbox"/>	<input type="checkbox"/>	13. Floor Plan <ul style="list-style-type: none"> Scale Interior space distribution with dimensions. Service areas. Exterior walls and interior partitions. Fenestration. Doors and door swings. Stairs and elevations. Other elevations of the building design. Registered Architect seal and signature is required.
<input type="checkbox"/>	<input type="checkbox"/>	14. Lighting Plan <ul style="list-style-type: none"> Site photometric plan. Lighting cut sheets for all exterior lighting, including wall mounted and parking lot lights. Cut sheets shall be placed on 24X36 plan sheets

		<ul style="list-style-type: none"> ▪ Lighting pole height. ▪ Lighting pole color.
<input type="checkbox"/>	<input type="checkbox"/>	15. Roof Plan <ul style="list-style-type: none"> ▪ Roof color. ▪ Proposed mechanical equipment and screening.
<input type="checkbox"/>	<input type="checkbox"/>	16. Circulation and Parking Plan, showing <ul style="list-style-type: none"> ▪ Parking location and number of spaces provided/required, including ADA Parking spaces. ▪ Driveways and curb cuts (gutters and sidewalks). ▪ Interior traffic circulation pattern. ▪ Traffic access; driveway locations and widths. ▪ Traffic visibility triangles. ▪ Turn radius through site
<input type="checkbox"/>	<input type="checkbox"/>	17. Pedestrian and Hardscape Plan <ul style="list-style-type: none"> ▪ Pedestrian circulation plan ▪ Parking location and number of spaces provided/required, including ADA Parking spaces. ▪ Driveways and curb cuts (gutters and sidewalks). ▪ Interior traffic circulation pattern. ▪ Traffic access; driveway locations and widths. ▪ Traffic visibility triangles.
<input type="checkbox"/>	<input type="checkbox"/>	18. Fire Access and Hydrants Plan (can be Included on the site plan), showing <ul style="list-style-type: none"> ▪ Dimensioned designated vehicular emergency access within 100 feet of sprinkled buildings, and 150 feet for non-sprinkled buildings. Access roadways shall be designed to support required vehicular load and maintain an all weather driving surface. ▪ Dimensioned locations for existing and proposed fire hydrants. ▪ Fire lanes.
<input type="checkbox"/>	<input type="checkbox"/>	19. Preliminary Grading and Drainage Plan, showing <ul style="list-style-type: none"> ▪ Retention area with depth and capacity calculations. ▪ Existing land contour lines and physical features depicting berms and washes. ▪ Slopes and height of any berming. ▪ Floodplain limits/floodways. ▪ Grades on immediate adjacent property. ▪ Height of all retaining walls. ▪ Proposed site grading with finished elevations. ▪ Registered Civil Engineer stamp is required.
<input type="checkbox"/>	<input type="checkbox"/>	20. Elevations/Renderings, showing <ul style="list-style-type: none"> ▪ Elevations of all four side of all buildings and/or structures. Scale 1/8" = 1'. ▪ Building heights. ▪ Primary building materials and colors in the façade. ▪ Outline of height and location of rooftop mechanical equipment.

		<ul style="list-style-type: none"> ▪ Parking canopies, if any. ▪ Refuse enclosures and gates. ▪ Screening walls for refuse collection, parking and other uses. ▪ Location and type of exterior wall lighting fixtures proposed. ▪ Three dimensional renderings (if available). ▪ Registered Architect stamp is required.
<input type="checkbox"/>	<input type="checkbox"/>	21. Building Code Information (can be Included on the Site Plan) <ul style="list-style-type: none"> ▪ ADA accessible route of travel on site plan. ▪ Estimated occupant load for intensive uses, such as churches, restaurants, day care, etc. ▪ Fire separation distance between buildings. ▪ Fire separation distance between parking canopies. ▪ Floor area of each proposed building. ▪ Total parking spaces provided and number of ADA spaces. ▪ Types of construction. ▪ Use and occupancy classification.
<input type="checkbox"/>	<input type="checkbox"/>	22. Utilities on Site Plan or Utility Plan <ul style="list-style-type: none"> ▪ Existing utilities: water, sewer, electricity, telephone lines, and cables. ▪ Extension of existing utility lines. ▪ New utility connections. ▪ Add Location of Electrical Transformers.
<input type="checkbox"/>	<input type="checkbox"/>	23. Preliminary Landscape Plan, showing <ul style="list-style-type: none"> ▪ Landscaping materials – trees, shrubs, ground covers, and accents. Identify plant types by a distinctive symbol. ▪ Table showing required and proposed plant numbers and sizes. Built up landscape elements (if any). ▪ Location of amenities, open space, recreation facilities, screen walls, entry features and water features. ▪ Method of dust control for phased development. ▪ Spacing of trees. ▪ Square footage of on-site landscaping.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Supporting Information, as required by the PSD case planner <p>Aerial map.</p> <p>Elevations and Perspective/s</p> <p>Photo Simulations</p> <p>Site line drawing (include a line beneath to include a description)</p> <p>Cross-section drawing (include a line beneath to include a description)</p> <p>Context Drawing: Adjacent Building Elevations in context with Proposed Master Site Plan.</p> <p>Phasing Plan.</p> <p>Drainage study.</p> <p>Geotechnical Report</p> <p>Lease, easements, dedications, abandonments, permits, variances (if available).</p> <p>Project development schedule and process.</p> <p>Traffic study</p>

<input type="checkbox"/>	<input type="checkbox"/>	DRC approved plans (11"x17"-size is acceptable)
<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

COPIES TO BE SUBMITTED

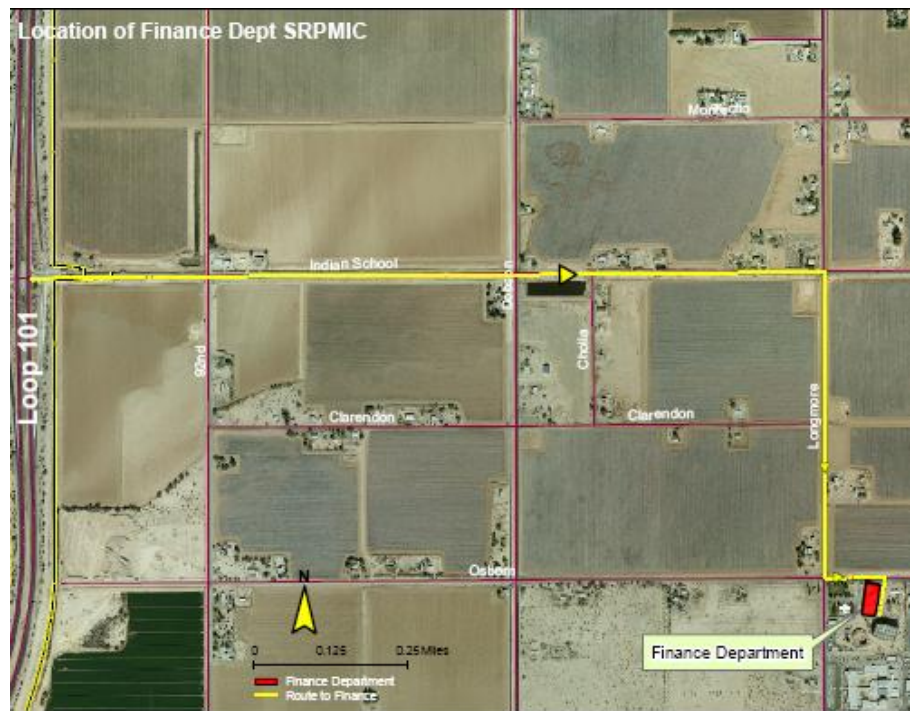
Submit the following:

1. One (1) copy of the application and fee payment receipt.
2. Three (3) copies of the narrative, plans, and required studies.
 - a. Narrative shall be on letter head, 8.5"x11".
 - b. Plans shall be provided in 24"x36".
 - i. All plans shall include appropriate scales, north arrow, revision date, and right title block. Plans shall be signed and sealed.
 - ii. Fold 24"x36" plans to 9"x12" (maximum) with title block showing.
3. One (1) additional copy of the plans shall be provided in 11"x17".
 - a. All plans shall include appropriate scales, north arrow, revision date, and right title block. Plans shall be signed and sealed.
 - b. Fold 11"x17" plans to 8.5"x11" (maximum) with title block showing.
4. One (1) compact disk (CD) containing a .PDF version of the completed application and all required submittal items.
5. One (1) copy of 8.5"x14" size board(s) with samples of colors and materials.
6. One (1) photographic copy of the color and material board on to 11"x17".

Note: The minimum scale for all 24" x 36" plans shall be 1" = 40', unless otherwise approved. Indicate the graphic scale on the drawing. For larger projects, provide overall key map, maximum 1"=100'.

ATTACHMENTS:

1. DR application process flow chart.
2. Engineering and Construction Services Department brochure.
3. Environmental Protection and Natural Resources Division brochure.
4. Development Impact Fees information.



Location of Finance Department